

DRAFT 2008*

Technical Writing

Grades 9-12

Skills List

The writer of a competent sample of technical writing demonstrates most or all of the following skills.

CONTENT

PURPOSE/AUDIENCE

- establishes and maintains a technical focus specific to a field of study (e.g., science, technology)
- addresses a highly selective readership
- often embeds purpose in the context of the writing
- uses tone which may be more professional/business-like than personal

IDEA DEVELOPMENT

- develops ideas by facts more so than examples
- develops ideas with more detail rather than including interpretations of that detail
- often supports writing using charts, graphs, statistics, surveys, graphs, etc.
- may write in a variety of genres (e.g., reports, technical articles, technical proposals)

STRUCTURE

ORGANIZATION

- demonstrates logical organization
- may organize using bullets, lists or numbering
- organizes writing given the expectations of the selected genre
- may use frequent paragraphing and section headers

SENTENCES

- may demonstrate shorter sentences because information is often presented more concisely than in other types of writing
- demonstrates sentence structures that may be less varied and less complex

CONVENTIONS

LANGUAGE

- uses precise language; richness of language may not be a priority
- uses technically correct language
- use of passive voice may be more appropriate, especially in scientific writing
- uses technical terms accurately, defining those terms for the targeted audience

CORRECTNESS

- demonstrates overall correctness with grammar and usage, punctuation, capitalization, etc.

As students move from grade to grade, they demonstrate growth in the control and complexity with which they use these skills.

*Because no technical writing samples were found, this document will remain DRAFT until samples are added. However, teachers may utilize these characteristics of technical writing to help inform instruction.